



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

**ANTONIO REYNOSO**

Brooklyn Borough President

**Office of Brooklyn Borough President  
Request for Expressions of Interest for Youth Advisory Council Technical Assistance Provider**

Brooklyn Borough Hall is soliciting 'Expression of Interest' (EOI) applications for Brooklyn based non-profit organizations who demonstrate expertise and a proven track record in providing services as described in provider contract requirements sections of this document.

Our office will be accepting applications until **Friday, December 1<sup>st</sup>, 2023**. To apply, please access our [digital application](#) and complete answer all questions. Additionally, other required documents can be sent to [donavan.swanson@brooklynbp.nyc.gov](mailto:donavan.swanson@brooklynbp.nyc.gov).

This solicitation includes the following sections:

Part A: Background  
Part B: Program Design  
Part C: Provider Contract Requirements  
Part D: Application Requirements  
Appendix  
Sources

This document is a solicitation for Expression of Interest only and in no way obligates the Office of the Brooklyn Borough President to make any award.

All inquiries and correspondence pertaining to this solicitation are to be directed to the attention of:

Donavan Swanson  
Education and Engagement Policy Analyst  
O: 718-802-3854  
E: [donavan.swanson@brooklynbp.nyc.gov](mailto:donavan.swanson@brooklynbp.nyc.gov)

## BACKGROUND

Youth voices are paramount in tackling the issues of today and it begins with a well-developed and sound understanding of our government. New York<sup>i</sup> State has been a leader in this work with the roll-out of its Seal of Civic Readiness, a formal model recognizing students who have obtained a high level of proficiency in civics education. New York City's Civics for All curriculum and initiatives such as Project Soapbox have also made noteworthy strides in garnering student voices across the city. Quality investments in civics education increase voter turnout, uplift traditionally marginalized populations<sup>ii</sup>, and bring emphasis to critical thinking and public discourse on current events<sup>iii</sup>, increase in experiential learning approaches<sup>iv</sup>, and innovative thinking.

Yet, in a recent 2021 Gallup Survey<sup>v</sup> nationwide, only an average of 33% of Americans expressed strong confidence in 14 U.S. major government institutions, a three percent decline since 2019. This decline in confidence could be seen across systems like our public schools (32%), the criminal justice system (20%) and Congress (12%). Furthermore, in New York City, the 2022 June and August<sup>vi</sup> elections saw approximately a 14% voter turnout citywide, with Brooklyn turnout hovering between 13%-14%. This election not only impacted primaries for City Council members, but also four major ballots including a statewide environmental protection proposal and three citywide proposals on racial justice. This points to the need for integrated civics education, beginning from as early as high school.

While most forms of government, national to local, have seen an increased investment to education budgets; we have seen those gains comparatively go to funding STEM subjects, in comparison to civics. Couple this with only 13%<sup>vii</sup> of 8<sup>th</sup> graders being proficient in US History nationwide, less than 47%<sup>viii</sup> of Americans being able to name all three branches of government, ongoing debates nationally on what our students should learn in the classroom, and poor civil discourse, it is clear that we are in a civics education crisis. Without a strong civics' foundation, we fail to build a pipeline of educated and engaged citizens prepared to adequately address the needs of their communities; and therefore, continue to exacerbate existing inequities across communities.

It is important now, more than ever, that we prioritize civics models across the city and nation that concentrate on civic participation and experiences that blend the classroom with authentic spaces of community involvement and activation. The Office of the Brooklyn Borough President's launch of its inaugural Borough Hall Youth Advisory Council will allow us to center civic engagement in the borough of Brooklyn and create a platform for civics education to uplift youth voices as we shape the next generation of thought leaders.

## PROGRAM DESIGN

The mission of the Youth Advisory Council (YAC) is to increase civic engagement and participation through a youth-centered platform, designed and centered around youth priorities across Brooklyn. Founding pillars guiding the programmatic structure and goals of the YAC are:

- (A) Advocacy.** Promoting youth to learn and educate others around critical public issues; develop their own opinions; and effectively organize around issues and voice concerns. Promoting a 21st century ready citizen for the betterment of Brooklyn.
- (B) Policy.** Promoting students' understanding of law and rules that govern their lives and empower youth to change these systems through policy change. Providing institutional power to call upon external stakeholders to influence change.
- (C) Service.** Promoting the advancement of civic learning and creating a community connection through collective problem solving in a grassroots approach. Furthering youth experiencing and contributing to valuable character development.

YAC would be responsible for output deliverables aligned with relevant civics education and studies. Outputs may include YAC publishing an annual Policy Agenda, a service-learning project, participation at a public City Council Hearing, holding a Borough-Teen Summit, and more.

In partnership with Brooklyn North and Brooklyn South High School Superintendent Offices, we hope to convene in total 24 students, juniors and seniors, from across Community School districts monthly.

For a review of our proposed Year-at-a-Glance, see **Appendix A**.

## PROVIDER CONTRACT REQUIREMENTS

We are seeking a community-based organization (CBO) to serve as a technical assistance (TA) provider to help ensure the quality of the YAC rollout. The selected CBO provider will receive \$12,000 from the Office of the Brooklyn Borough President for project implementation. The contract would be effective from December 1, 2023 to June 30, 2023, barring any delays in parties signing the agreement.

The provider must meet the following requirements:

- Be a 501(c)3 not-for-profit organization
- Be located in Brooklyn, and/or have worked with Brooklyn-based public schools.
- Have a history of programming targeting high school youth

- Demonstrate a history of developing and/or implementing a successful civics-based educational program for students, with outcomes mirroring that of BPO's outlined targets.
- Have an operating budget of a minimum \$400,000.

Preference will be given to organizations that are existing New York City or DOE-approved vendors and have prior experience working with students with special needs, District 75 students, Title 1 Schools, District 79 students, disconnected youth, students in temporary housing, etc.

Coordination regarding division of labor has been outlined below between Borough Hall, DOE, and Technical Provider. Please refer to **Appendix B**.

The provider must be able to responsibly staff the work with at minimum one (1) part-time staff member. TA providers should expect to dedicate a minimum of 10 hours a week. The proposed scope of work includes the following:

- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Support program growth and implementation, and ensure operations within stated budget
- Coordinate program communications with participants and between staff, clients, administrators and all other program stakeholders
- Assist with community outreach
- Oversee the program budget, including tracking billing, payments and other financial transactions
- Schedule and organize program-related meetings and events
- Create and maintain program records, reports, presentations and proposals

In this role, the TA provider should expect to:

- Meet bi-weekly with BPO staff on project deliverables.
- Develop and execute a pre and post assessment for YAC members and partners.
- Attend and co-facilitate YAC Meetings as outlined.
- Generate and facilitate relevant workshops, lesson plans, discussions with YAC members.
- Establish a working curriculum for future YAC cohorts.

## **APPLICATION**

All applications are to be submitted digitally using the [following form](#). The deadline for applications is **Friday December 1st, 2023 by 11:59PM.**

An overview of the question asked via our digital application can be found below:

- (1) Contact Information
- (2) Organization's Mission Statement
- (3) A list of all programs and services offered.
  - a. Highlighting programs specific to youth, target populations between the ages of 14-18, and the number of years the program/service have been operational. Indicate which, if any, are administered in partnership with Brooklyn-based schools.
- (4) Description of targeted populations served, including relevant demographic information (ie. neighborhoods, race/ethnicity, languages spoken, etc.)
- (5) Describe your organization's experience in civics engagement, promotion and education. Please include any youth-based activities relevant initiatives, curricula and programs.
- (6) Please list all staff anticipated to work on this contract if selected. Include roles and experiences that make them a good fit to support this contract.
  - a. If you will need to hire for this contract, please indicate so.
- (7) If awarded, would your organization be able to begin services by January 1<sup>st</sup>, 2024?
- (8) Describe why you are interested in collaborating with the Office of the Brooklyn Borough President on this opportunity.
- (9) What, if any of your organizations programs or approaches best align with the three established pillars for the Office of the Brooklyn Borough Presidents Youth Advisory Council?
- (10) Please list any grants or contracts received in the past 2 years and the amount received per grant/award. Include any city contracts or grants; indicate any that are DOE-based.
- (11) What is your organization's operating budget for FY23?

Additional documents to attached via email include the following:

- (12) Recent 990 Form
- (13) Most recent Financial Review/Audit
  - a. If not available, please submit your most recent financial statement.
- (14) Project Budget

Selected vendors will be required to provide Certificates of Insurance for General Liability, Disability and Worker's Compensation.

Please note, incomplete applications where an organization has failed to answer all questions or provide the necessary documents will not be considered.

**APPENDIX A: Draft Year-at-a-Glance**

Months	Tentative Agenda	Targets	Location	
Late November/ Early December	<ul style="list-style-type: none"> <li>Kick Off Event / Celebration</li> <li>Survey on topic areas of interest</li> <li>Identify departments/agencies to engage with for presentations during program year</li> <li>Review of schedule for program year</li> <li>Teambuilding activity led by TA Provider</li> <li>Leadership election</li> <li>Next steps</li> </ul>		Borough Hall	Joint
December	<ul style="list-style-type: none"> <li>Workshop from TA Provider on meeting facilitation</li> <li>Review issue areas of interest</li> <li>Discuss service areas of interest</li> </ul>		Virtual (or TBD by DOE)	BK North
			Virtual (or TBD by DOE)	BK South
January	<ul style="list-style-type: none"> <li>Finalize singular youth agenda that merges Brooklyn North and Brooklyn South issue areas of interest.</li> <li>Finalize survey questions and discuss marketing/outreach for student system survey.</li> <li>Share list of possible Service-Learning projects for members to vote on.</li> <li>Department/Agency presentation</li> <li>Determine date for youth town hall and types of organizations to invite</li> </ul> <p>*Invite student leadership from across Borough for public comment &amp; engagement</p>	<b>Youth-borough specific Student survey</b>	Virtual	Joint
February	<ul style="list-style-type: none"> <li>Workshop from TA Provider</li> <li>Discuss continued outreach for YAC led survey and current data trends.</li> </ul>		Virtual (or TBD by DOE)	BK North

	<ul style="list-style-type: none"> <li>• Discuss district-specific service learning roll out.</li> <li>• Suggest Town Hall agenda/itinerary and review list of proposed organizations</li> <li>• Review and decide which budget hearing(s) to testify at</li> </ul> <p>*Invite District specific student leadership to attend for public comment &amp; engagement.</p>		Virtual (or TBD by DOE)	BK South
March	<ul style="list-style-type: none"> <li>• Review of final data from survey to inform final draft of Youth Agenda for roll out</li> <li>• Discuss draft budget letter to City Council on youth priorities.</li> <li>• Finalize Town Hall agenda &amp; details including marketing and outreach and organizations</li> <li>• Finalize Day of Service Learning Project</li> </ul> <p>*Invite student leadership to attend for public comment &amp; engagement.</p>	<p><b>Youth Advisory Council Policy Agenda Roll Out</b></p> <p><b>Relevant Budget hearing testimony draft</b></p>	Virtual	Joint
March or April*	<p><b>Youth Town Hall</b></p> <ul style="list-style-type: none"> <li>- Tabling</li> <li>- Focus/Breakout groups</li> <li>- Panel Discussion</li> <li>- Community Board Promotion</li> <li>- Service-Learning Challenge/Marketing</li> </ul>	<b>Facilitated a Youth Town Hall</b>	Borough Hall	Joint
April	<ul style="list-style-type: none"> <li>• Workshop by TA provider</li> <li>• Debrief/feedback from Town Hall</li> <li>• Review Service-Learning Project logistics</li> <li>• Submit district-specific budget letter items for review</li> <li>• Continue to market out Service-Learning Challenge and upcoming event</li> </ul>		Virtual	<p>BK North</p> <hr/> <p>BK South</p>

	*Invite District specific student leadership to attend for public comment & engagement.			
April or May	<b>Service-Learning Day</b>	<b>Host a Service Learning Project</b>	TBD	Joint
May	<ul style="list-style-type: none"> <li>Workshop from Provider</li> <li>Debrief/Feedback from Service Learning Day</li> </ul> *Invite District specific student leadership to attend for public comment & engagement.	<b>Submit Budget Letter to Speaker Adams</b>	Virtual	BK North BK South
May/June	<ul style="list-style-type: none"> <li>End of the Year Celebration</li> </ul>			

***Details in this schedule are subject to change.***

**APPENDIX B: Division of Labor**

Brooklyn Borough Hall	Department of Education	Technical Provider
<ul style="list-style-type: none"> <li>• Develop framework and mission.</li> <li>• Establishing the deliverables for YAC</li> <li>• Kick off Event/End of the Year Celebration logistics</li> <li>• Host all YAC Meetings</li> <li>• Managing external communications and marketing around YAC (ex. Press Releases, Graphics, Marketing, etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing and Outreach internal to principals and special DOE interest groups.</li> <li>• <i>(Tentative)</i> when facilitating meetings out of a DOE site securing the necessary permits, staff, etc.</li> <li>• Collecting and maintain record of consent forms, and other required documents to engage with youth.</li> </ul> <div data-bbox="614 1119 1025 1182" style="background-color: #4F81BD; color: white; text-align: center; padding: 2px;"><b>Shared Responsibilities</b></div> <ul style="list-style-type: none"> <li>• Nomination and Selection Process (BPO + DOE)</li> <li>• Identify and invite relevant organizations to engage with YAC members (BPO + DOE)</li> <li>• Develop and follow monthly agendas (BPO + TP + YAC)</li> <li>• Hosting select events like Day of Service, Youth Summit (BPO + DOE + YAC)</li> </ul>	<ul style="list-style-type: none"> <li>• Meet bi-weekly with BPO staff on project deliverables.</li> <li>• Develop and execute a pre and post assessment for YAC members and partners.</li> <li>• Attend 2 YAC Meetings a month.</li> <li>• Generate and facilitate relevant workshops, lesson plans, discussions with YAC members.</li> <li>• Establish a working curriculum for future YAC cohorts.</li> </ul>

## Sources

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<sup>i</sup> “Board of Regents Acts on Measures to Promote Civic Education and Bring Diversity, Equity and Inclusion to New York Schools.” New York State Education Department, New York State Education Department, 10 May 2021, <https://www.nysed.gov/news/2023/board-regents-acts-measures-promote-civic-education-and-bring-diversity-equity-and>.

<sup>ii</sup> Jeffrey, Ashley, and Scott Sargrad. Center for American Progress, 2019, Strengthening Democracy with a Modern Civics Education, <https://www.americanprogress.org/article/strengthening-democracy-modern-civics-education/>.

<sup>iii</sup> Ward, Sydney. “Lack of Quality Civic Education in Public Schools in the United States.” Ballard Brief. May 2022. [www.ballardbrief.org](http://www.ballardbrief.org)

<sup>iv</sup> Winthrop, Rebecca. Brookings, 2020, The Need for Civic Education in 21st-Century Schools, [https://www.brookings.edu/wp-content/uploads/2020/04/BrookingsPolicy2020\\_BigIdeas\\_Winthrop\\_CivicEducation.pdf](https://www.brookings.edu/wp-content/uploads/2020/04/BrookingsPolicy2020_BigIdeas_Winthrop_CivicEducation.pdf).

<sup>v</sup> Brenan, Megan. “Americans’ Confidence in Major U.S. Institutions Dips.” Gallup.Com, Gallup, 21 Sept. 2022, [news.gallup.com/poll/352316/americans-confidence-major-institutions-dips.aspx](https://news.gallup.com/poll/352316/americans-confidence-major-institutions-dips.aspx).

<sup>vi</sup> 2022-2023 Voter Analysis Report - NYCCFB.INFO, [www.nycffb.info/pdf/2022-2023\\_VoterAnalysisReport.pdf](http://www.nycffb.info/pdf/2022-2023_VoterAnalysisReport.pdf). Accessed 16 Oct. 2023.

<sup>vii</sup> Altschuler, Glenn C, and David Wippman. “Perspective | We Have a Civics Education Crisis - and Deep Divisions on How to Solve It.” The Washington Post, WP Company, 30 May 2023, [www.washingtonpost.com/made-by-history/2023/05/31/civics-education-history/](https://www.washingtonpost.com/made-by-history/2023/05/31/civics-education-history/).

<sup>viii</sup> Maroni, Emily. “Americans’ Civics Knowledge Drops on First Amendment and Branches of Government.” The Annenberg Public Policy Center of the University of Pennsylvania, 19 Sept. 2022, [www.annenbergpublicpolicycenter.org/americans-civics-knowledge-drops-on-first-amendment-and-branches-of-government/](https://www.annenbergpublicpolicycenter.org/americans-civics-knowledge-drops-on-first-amendment-and-branches-of-government/).